



Undercliffe Cricket Club

Constitution and rules

Title and address

1. The Club shall be called the "Undercliffe Cricket Club", with the postal address to be Intake Road, Undercliffe, Bradford. BD2 3JR.

Objects

2. The objects shall be:
 - (a) The playing of cricket and the furtherance of the game generally.
 - (b) To provide social amenities and recreation for the members.
 - (c) The club is a non-profit making organisation. All profit and surpluses will be used to maintain or improve the club's facilities. No profit or surplus will be distributed other than to another non-profit making body or to members on winding up or dissolution of the club.
3. The Club shall be governed by a Management Committee (hereinafter called the Committee) which shall consist of The President, Three Vice-Presidents, Hon Secretary, Hon Treasurer, Ass Hon Secretary, Ass Hon Treasurer (hereinafter called the officers) and up to a maximum of 24 Committee members.

General Meetings

4. An Annual General Meeting of full members (as defined in Rule 44) shall be held in the Club rooms every December on a date and at a time fixed by the Committee. Twenty one days notice of such a meeting with the agenda of the business to be conducted shall be displayed on the official notice board. Twenty full members to form a quorum.
5. Items for inclusion on the agenda from the Committee or from a full member shall be submitted in writing to the Secretary no later than the end of October.

The contents of the agenda to include the following standing items:

 1. Minutes of the last Annual General Meeting.
 2. Secretary's Annual Report.
 3. Adoption of Annual Accounts and Balance sheet.
 4. Election of Officers.
 5. Election of Management Committee Members.
6. No business other than the items listed on the displayed agenda will be the subject of discussion unless agreed at the discretion of the chairman.

Special Meetings

7. A special General Meeting shall be convened by the Secretary within one month after receipt of a directive from the Committee or a request in writing specifying business for discussion and signed by 25 full members.

Twenty one days notice of any special meeting shall be displayed on the official notice board.

A Special General Meeting may proceed if 20 full members are present within one hour after the time fixed for the meeting failing which :-

(a) if the meetings convened pursuant to a request by 25 full members the meeting shall be dissolved.

(b) if the meeting was convened by a directive of the Committee it shall stand adjourned to the following week at the same time and the meeting shall then proceed whatever the number of full members present.

Nomination and Election of Officers and Committee

8. Nomination for Officers and Committee members shall be proposed and seconded by full members of the club on the official nomination sheet which shall be posted in the club rooms by the Secretary twenty one days prior to the Annual General Meeting and exhibited for at least fourteen days.

9. Previous consent of nominees who shall be bona fide full members of the Club for at least three years must be obtained by the proposers before the names of such nominees are affixed to the nomination sheet.

10. No full time paid servant of the Club shall be eligible for nomination as an Officer or Committee member.

11. All Officers of the Club shall be elected annually and be eligible for re-election.

12. Committee members shall be elected for a period of three years; eight of whom shall retire annually and be eligible for re-election; except that any Committee member who fails to attend 50 per cent of Committee meetings during any one year without giving reasonable excuse shall cease to be a Committee member and shall not be eligible for re-election to the Committee for a period of three years.

13. The election of Officers and Committee shall be by ballot of the full members at the Annual General Meeting. No members shall vote for more candidates than there are vacancies to be filled and any voting paper containing a large number of votes shall be null and void.

14. The members present shall appoint scrutineers who shall not be Officers, Committee members or nominees, to count the votes and report the result to the chairman of the meeting for declaration, provided that in the case of an equality of votes for two or more candidates for the same vacancy a further ballot shall be taken.

The President

15. The President shall, when present, preside at all meetings of the Club and at any Committee meetings he may attend and shall in addition to his vote have a casting vote.

The Vice-Presidents

16. A Vice-President shall at all times fulfil the office of the President in his absence.

The Trustees

17. All the property of the Club shall be vested in trustees who shall number no more than four during any financial year (herein after called 'the Trustees').

The trustees shall, when authorised by a General or Special meeting or by a Committee resolution, hold, purchase or take on lease of any land and its buildings and may sell, exchange, mortgage or lease or build **upon the land** with power to alter and demolish buildings and again rebuild.

The Trustees shall, when authorised by a General or Special meeting or by a Committee resolution, obtain advances of money for any purpose designated for club betterment or advancement upon the security of the deeds of the club premises or other such security pertaining to the buildings and chattels upon such terms as to interest and as to the time and manner of repayment of principals as the Committee may determine. The Trustees must ensure that investment of club assets are made so as to obtain the best rate of return available coupled with the diversification of risk upon such assets.

18. The Trustees shall be elected /appointed at an Annual General Meeting by a resolution of a majority of members present and shall remain in office for five years. No personal liability shall attach to any Trustee except to the extent of such funds as may be received by him.

The Committee

19. The Committee shall conduct the general business of the Club and regulate the internal management and shall have the power to enforce the Rules and make such bye-laws as may be necessary for the conduct of the Club in conformity with the Rules.

20. The Committee shall appoint sub-committees which shall manage the the departments of the Club. Subject to Committee approval all adult members of the Club shall be eligible to be co-opted onto sub-committees.

21. The Committee will appoint a standing Finance Sub-committee (hereinafter called "the Finance Sub-committee") that will comprise the Secretary, Treasurer and FOUR committee members, the chairman to be elected from the latter group.

22. The business of the Finance Sub-committee is to monitor, investigate and quantify all financial transactions and systems ensure that correct commercial, statutory and ethical practices are being fully observed.

23. The Committee shall have power to suspend or expel any member of the Club for any misdemeanour, breach of the Rules or failure to keep good order generally.

24. The Committee shall meet once a month, seven members to form a quorum.

25. All questions shall be decided by a majority vote and the chairman to have a second or casting vote.

26. No resolution passed by the Committee shall be rescinded unless with the consent of two thirds of the members present at a subsequent meeting of the Committee.

27. Any casual vacancy occurring among the Officers and Committee may be filled by the Committee provided that the adult member so appointed to fill the vacancy shall only hold general office until the next Annual General Meeting.

28. The Committee shall fix the date of the Annual General Meeting and shall have power to call a Special General Meeting at any time or place it deems necessary.

The Secretary

- 29.** The Secretary will act on all occasions under the control and direction of the Committee and in accordance with the rules contained herein and shall convene, attend and take minutes of all meetings and conduct the correspondence the Club.
- 30.** The Secretary shall receive monies on account the Club and pay same to the Treasurer and shall issue receipts for such monies on the official forms supplied by the Club. He shall keep in his custody the accounts, documents and papers of the Club in such a manner and for such purposes as the Committee may appoint.
- 31.** The Secretary shall be supplied with copies of the Rules and shall be bound to deliver a copy thereof to any member on demand.
- 32.** The Secretary shall keep a register of members names and addresses and shall post a complete list of names of members of the Club in the club rooms.
- 33.** The Secretary shall take whatever action necessary where infringement of the rules or by-laws have occurred. He must immediately report such action to the Committee for discussion and appropriate action.
- 34.** The Secretary shall be the nominated officer of the Club to originate and authorise purchase orders for goods and services subject to committee resolution or discussion.

The Assistant Secretary

- 35.** The Assistant Secretary will provide support to the Secretary to ensure that a fully comprehensive administrative, secretarial and clerical service is available to the Committee and will deputise for the Secretary in his absence.

The Treasurer

- 36.** The Treasurer shall receive all monies accruing to the Club from whatever source derived for which he will be held responsible. He will be required to present an account of all money received and expended to the Committee on a calendar monthly basis.
- 37.** The funds of the Club shall be kept in a bank or building society or other trustee approved investment in the name of the Club in such a manner as the Committee may direct and no payment shall be made unless with the special or general authorisation of the Committee.
- 38.** The treasure shall keep an income and expenditure account and shall submit the same to the auditors of the Club immediately after the end of each financial year.
- 39.** The Treasurer shall display the annual financial statement in the Club rooms seven days prior to the Annual General Meeting.
- 40.** The Treasurer shall act upon and in accordance with audit policies formulated by the Committee as advised by the Finance Sub-committee and shall make available to them information as they require.

The Assistant Treasurer

- 41.** The Assistant Treasurer will provide support to the Treasurer to ensure that a complete financial service is available to the Committee and will deputise for him in his absence.

The Auditors

42. The Auditors shall be appointed annually by the Committee and for that purpose shall have access to all books and accounts of the Club.

43. No officer or member of the Committee shall be an auditor.

Membership

44. All nominations for full membership (persons over the age of 18 years) shall be made on the official nomination forms supplied by the Club which shall be submitted to the Committee for acceptance or otherwise. All nomination forms shall be displayed on the Club noticeboard for 48 hours prior to the Committee meeting.

At least two days must elapse between the nomination and acceptance as a member. Each candidate for full membership shall be nominated by two full members of the Club. An entrance fee at the discretion of the Committee shall be lodged with each nomination for full membership and such entrance fee shall be returned if the nominee is not accepted and he shall not be allowed in the Club as a visitor.

45. Every member shall produce the official membership book and receipt for subscription whenever called upon to do so by any Officer or Committee member of the Club and such demand to be made on the Club premises.

46. Membership books shall not be transferable.

47. No children, young persons or junior members under the age of 10 years will be allowed in the club rooms unless accompanied by and under the control of an adult member, the only exception being when junior cricket matches or organised junior practice are in progress or have just terminated at which time participating playing members only will be allowed entry and may be served with non-alcoholic refreshments. All children, young persons and junior members under 10 years must leave the Clubrooms at 2100 hours.

Intoxicating Liquor

48. 1. Intoxicating liquor may be sold by or on behalf of the Club for consumption on or off club premises to members.

2. Guests. A full member may introduce not more than 4 guests to the Club who shall sign the guest book. No guest shall be permitted to purchase intoxicating liquor in the Club premises.

3. Any member introducing a guest who is not signed in the guest book will be considered to be in breach of the Club Rules. In such cases the guest will be asked to leave the premises and the member will be subject to appropriate action.

Persuant to Licensing Act 2003 intoxicating liquor may be sold by or on behalf of the Club for consumption on the the Club premises to -

1. Persons attending club functions organised by the Club.

2. A member hiring the club for his/her own use, authorised by the Committee, and persons attending that function, providing that the member is present and responsible for the function. The names and addresses of those of those attending to be provided to the Club at least 48 hours before the start of the function.

3. Members, officials supporters of a visiting cricket club on the occasion of a team match.

4. Members, officials, supporters of teams taking part in activities or representative matches at the club grounds.

49. Any member who shall resign or otherwise cease to be a member in accordance with the rules of the Club shall forfeit all rights and claims upon the Club.

Subscriptions

50. The subscriptions shall be as follows:

1.	Senior cricket playing member	£40.00
2.	Full member (over 18)	£20.00
3.	Senior citizens	£7.00
4.	Ladies	£7.00
5.	Junior cricket playing members up to the age of 18	£20.00
6.	Juniors (up to the age of 18)	£5.00

Subscriptions shall become due on April 1st and must be paid not later than June 30th in each year.

51. If any member shall fail to pay subscription by June 30th he shall be considered to be in arrears, and his name shall be posted in the club rooms and notice of default shall be sent to him by the Secretary and if the sum due not be paid within fourteen days after receipt thereof, such member shall be deemed to have forfeited his claim to membership but shall nevertheless remain liable to pay the arrears of subscription.

52. Any member suspended or expelled, or otherwise ceasing to be a member in accordance with the rules of the Club, shall remain liable to pay the subscription due.

Life Members

53. The Committee may at, at its discretion, grant life membership to any member who has completed 40 years full membership of the Club. Life membership, also at the discretion of the Committee, may be conferred upon any member who has given outstanding service to cricket or to the Club generally over a long period of time or career.

Application of Funds

54. All revenues and proceeds of the sale of refreshments shall be carried to the credit of the Club funds, and shall be applied only in connection with the objects of the Club and for the benefit of the members generally and no individual or individuals shall derive any advantage therefrom.

Alteration of Rules

55. No new rules shall be made nor any other rules herein contained shall be amended or rescinded unless with the consent of two-thirds of the members present at the Annual General Meeting or a Special General Meeting called for that purpose.

56. Propositions for the alteration of rules must be submitted in writing to the Secretary by the end of October for inclusion on the agenda of the Annual General Meeting or one month prior to the time of a Special General Meeting. In both cases the agenda will be posted on the official noticeboard of the Club twenty-one days before the date of the meeting.

57. No proposition shall be taken into consideration unless supported by fifteen full members who shall attach their signatures to such a notice.

58. A copy of these Rules shall be at all times exhibited in a prominent position in the Clubrooms.

Disposal of Club Assets

59. The Committee will consider all applications received to purchase the Clubs major assets and will convene a Special Meeting of full members in respect of those applications where the Committee considers that further discussion is necessary and where it is felt that it is in the best interest of the membership generally to progress the matter.

60. Disposal of the Clubs major capital assets can only be achieved with the consent of two-thirds of the full members present at a General Meeting.

Dissolution

61. The Club may be dissolved by consent of three-fourths of the members testified by their signature to some instrument of dissolution.

(a) If the membership the Club falls to such a level where the Club is unable to operate properly then in order to maintain sporting benefits for the local community the Club shall do the following:

Consult and discuss in good faith with the Clubs local community (such as schools, community groups, other sports clubs, local council, local cricket development groups), Yorkshire Cricket Board, England and Wales Cricket Board and other related bodies the possibilities of using the facilities for the furtherance of cricket; then consult and discuss in good faith with other sports associations as to the possibilities of the continued use of the facilities for other sporting purposes.

If it is not possible through these discussions to maintain the continued use of the facilities for cricket or other sporting purposes for the benefit of the local community then the Club will be dissolved in accordance with the conditions in clause **61**.

Bye-laws

Hours of opening of the Clubrooms

1. The hours of opening shall be at the discretion of the Committee and notice of such hours shall be displayed on the official noticeboard.

Refreshments

2. Refreshments at prices fixed by the Committee shall be supplied to members. The hours of opening of the bar for the sale of intoxicating liquors which will be displayed on the official noticeboard shall be at the discretion of the Committee and within the limits laid down by the Licensing Authorities pursuant to the Licensing Acts.

Games

3. All games shall close promptly five minutes before closing time.

4. All betting activities shall be strictly prohibited on the premises of the Club.

5. All complaints or suggestions shall be made in writing to the Secretary and must be signed in full by the members making them.

6. The conduct of an employee of the Club shall in no instance be made a matter of personal reprimand by any member, but all complaints against employees, or the domestic arrangements of the Club shall be addressed to the Committee through the Secretary.

Damage to property

7. Any person damaging the furniture or other property of the Club shall make good the same to the satisfaction of the Committee.

Weekly Membership

8. Persons can be accepted for weekly membership. The persons name, together with their proposer and seconder, shall be posted on the club noticeboard at least 48 hours before he shall become such a member. The weekly membership fee shall be 50p.

Alteration of bye-laws

11. These bye-laws shall not be altered or rescinded without the sanction of a General or Special General Meeting, but the Committee may at any time issue new bye-laws.

12. A copy of these bye-laws shall at all times be exhibited in a prominent position in the Clubrooms.

Equal Opportunities

Undercliffe Cricket Club is an organisation committed to securing equal treatment for all members and players. Membership shall be open to all irrespective of age, disability, race, ethnic origin, colour, social status and sexual orientation.

Safe Hands Policy

Undercliffe Cricket Club operates a safeguarding children policy adopting the ECB guidelines issued by that body called Safe Hands.

Details of the policy can be found on the Club website and also displayed in both home and away dressing rooms.